

*The actions delineated below were taken in open session of the EPSB at the August 4, 2006, special board meeting. This information is provided in summary form; an official record of the meeting is available on tape in the permanent records of the Education Professional Standards Board (EPSB), 100 Airport Road, 3rd Floor, Frankfort, KY 40601.*

**Education Professional Standards Board (EPSB)  
Summary Minutes of the Special Called Board Business Meeting  
EPSB Offices, 100 Airport Road, 3rd Floor  
Frankfort, Kentucky  
August 4, 2006**

**Members Present:**

Lonnie Anderson  
Jim Applegate (for Tom Layzell)  
Wally Campbell  
Lydia Coffey  
Sam Evans  
Kristin Gregory  
Kent Juett  
Rita Presley  
Steve Schenck (for Gene Wilhoit)  
Zenaida Smith  
Wilson Stone  
Tom Stull  
Lorraine Williams

**Members Absent:**

James Cibulka  
Steven Lin  
Linda Livers

**Call to Order**

Chairman Stull convened the meeting at 9:10a.m. EDT. Mr. Stull informed the Board that he anticipated that the Attorney General's office would represent the EPSB as legal counsel during this meeting. Unfortunately, Mr. Stull was informed at the last minute, however, that counsel from the Attorney General's office would be unable to attend the Special Board meeting. Mr. Stull noted that the EPSB does not have separate counsel during the special meeting outside of the EPSB.

In the absence of counsel from the Attorney General's office, Ms. Sneed stated that she represents the agency and would notify the Board if she felt conflict counsel should represent the EPSB.

*Motion was made by Ms. Lydia Coffey, seconded by Ms. Kristin Gregory to go into closed session as provided in KRS 61.810 (1) (f).*

**Vote:** *Unanimous*

*Motion was made by Mr. Lonnie Anderson, seconded by Dr. Wally Campbell, to go into open session.*

**Vote:** *Unanimous*

## **Information/Action Items**

### **A. A review of transitional activities and responsibilities at the EPSB (Dr. Phillip Rogers)**

Dr. Rogers provided the Board with documents regarding transitional activities of the EPSB. Documents discussed included transitional memos of both Ms. Brenda Allen and Dr. Rogers.

Dr. Rogers stated that the transition has been fairly non-eventful. He informed the Board that he welcomes input regarding the Deputy Executive Director position and would like to receive responses by August 11, 2006. He anticipates hiring a new Deputy Executive Director by October 1, 2006. Mr. Tom Stull stated that he originally believed the Deputy Executive Director duties were going to be permanently filled by the Executive Director.

Dr. Sam Evans asked if it typically takes the amount of time it has taken for regulations to move through the legislative process. Dr. Rogers replied that he was disconcerted to realize that some regulations have not been filed, but Ms. Sneed and Ms. Puckett are working on getting these regulations filed soon. An emergency regulation is being sought for the KTIP regulation. Ms. Sneed informed the Board that measures have been taken to assure the timeliness of regulation filing by ensuring that the regulation paperwork has been completed when brought before the Board in the future. Mr. Lonnie Anderson asked who is responsible for filing the regulations within the agency. Dr. Rogers stated Ms. Brenda Allen was responsible in the past. Ms. Kristin Gregory responded that Dr. Rogers was ultimately responsible for overseeing Ms. Allen. Ms. Lorraine Williams stated that she felt it was the responsibility of the Board to oversee what is in statute and not cross over into operations. Ms. Gregory responded that the Board is ultimately responsible for the agency. Ms. Williams responded that legal counsel could help the Board with these questions.

Dr. Rogers reported that the Board should determine the minimum qualifications for the Deputy Executive Director and welcomed the Board's involvement with the interview process. Ms. Gregory noted that by statute she felt the Board has a responsibility to be involved with the hiring process of the Deputy Executive Director. Dr. Rogers stated that he will send a final job description to the Board for their input on the job description. He plans to post the position in the Lexington Herald Leader, Courier Journal, and State Journal. Dr. Rogers noted that the duties he has assumed will revert to the Deputy Executive Director with the exception of the Security and Facilities duty which will remain with Mr. Scott Smith, EPSB technology manager, who will be supervised by the Deputy Executive Director.

Dr. Rogers informed the Board that there are two levels of approval within the agency for payment requests. After in-house approval, the payment request is then sent to the Finance Cabinet for approval. If a payment is rejected, it goes back to the individual who created it. Dr. Rogers stated that the Executive Director is the Chief Financial Officer but may delegate the authority.

Dr. Rogers reported that he has a meeting with the Education Cabinet regarding the EPSB budget. Currently eMARS is not allowing users to view budget reports. He also intends for an Information Item to be brought before the Board to include the EPSB in the approval process of Request For Proposals (RFPs) of EPSB contracts. To Dr. Rogers' knowledge, this has not been done in the

past. Ms. Gregory stated that she thinks the Board must give approval for contracts. Dr. Rogers replied that he is unsure why this process was not carried out in the past.

Mr. Stull asked how much training is involved with eMARS and whether more than one individual is trained in this new system. Dr. Rogers stated that there is online training and he learned how to use eMARS through online modules. Ms. Zenaida Smith asked if any board members are familiar with the eMARS system as she felt the Board should be aware and learn from the new system. Mr. Steve Schenck stated that he knows very little about the system except that there have been glitches throughout the government.

Ms. Ashley Abshire reported that eMARS is an Internet-based system; manuals and training are available to anyone. Dr. Evans stated that the EPSB has a busy schedule and the EPSB staff is able to help navigate the EPSB so he felt no desire to learn the complicated eMARS system.

Dr. Evans commented that it would be helpful to have a budget report. Dr. Rogers said he will develop a budget report that shows the finances for each division and the agency overall. Ms. Smith asked where the payment requests go after in-house approval. Dr. Rogers stated that payment requests go to the Finance Department to the best of his knowledge.

Mr. Lonnie Anderson suggested implementing consent agendas for the RFPs.

Dr. Rogers asked the Board to let him know if there are any questions or concerns. He will do his best to find the answer.

Dr. Rogers stated that the Board must approve the Deputy Executive Director qualifications so Dr. Rogers will put the job duties on the August 21 agenda for approval.

Ms. Sneed informed the Board that the Attorney General's office will provide permanent counsel during meetings and be available any time to the EPSB for questions.

*A motion was made by Ms. Lorraine Williams, seconded by Ms. Zenaida Smith, to adjourn at 10:30a.m.*

**Vote:** *Unanimous*

**Next Regular Meeting:  
Monday, August 21, 2006  
100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, KY 40601**